Purpose

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Employee Self-Service (ESS) enables employees to perform their own administrative tasks in support of life and work events.

The **Savings Bond** service is located in the 'My Pay' workset in ESS. Employees will use the **Savings Bonds** service to enroll, or make election changes, in the state's savings bond program. Employees can select a bond series type, the bond denomination amount, and define the amount they would like deducted from each paycheck.

NOTES:

- Deductions maintained in this service will be deducted from each paycheck (until the employee stops the deduction).
- When creating a new deduction the system will use a default start date based on the pay periods. The first deduction will appear in the paycheck associated with that pay period. For example, if you create the deduction in ESS on June 13, the system will use the start date June 2. The pay period of June 2 - 16 will be paid on July 1.

Trigger

Use this service in Employee Self-Service (ESS) to enroll and make changes in the state's savings bond program.

Prerequisites

- A MySCEmployee portal user ID.
- ESS users must have an employee master record (e.g. a personnel number) in SAP with an active Communications Infotype record (IT0105).
- Applicable roles and authorizations (portal and SAP).

Menu Path

Use the following menu path(s) to begin this transaction:

- MySCEmployee Portal ➔ ESS ➔ My Pay ➔ Savings Bonds

Transaction Code

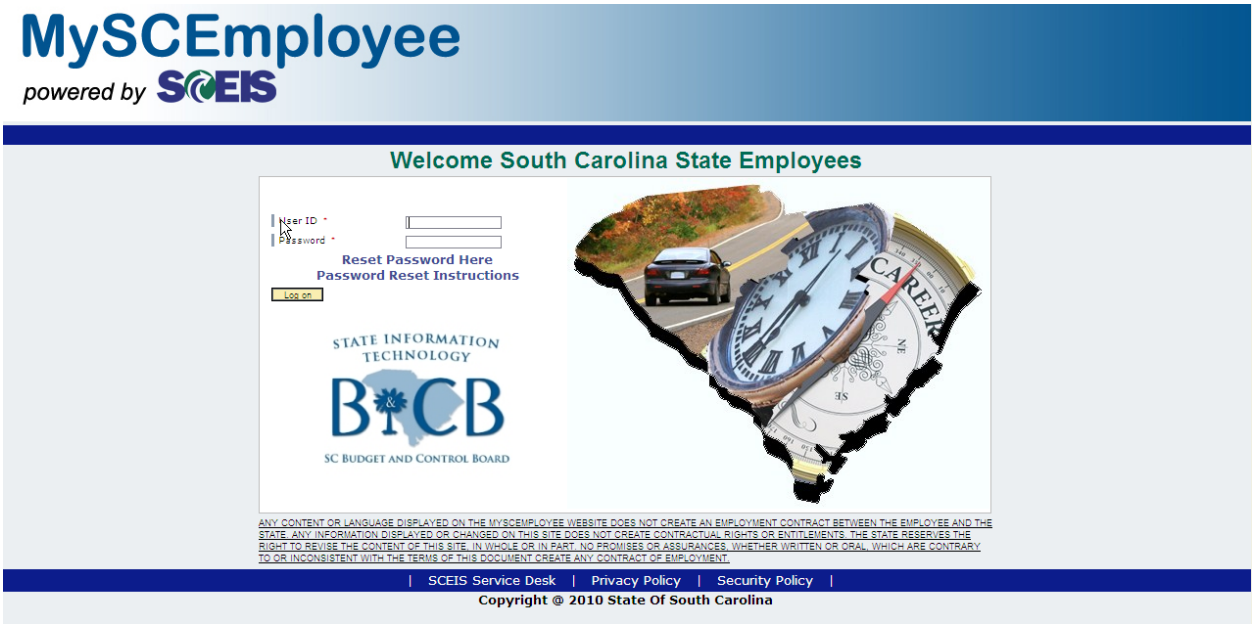
ESS

Helpful Hints

- Always navigate within the MySCEmployee portal (utilize the tabs, links, etc.). Do not use the 'Back' and 'Forward' buttons on the Internet Explorer (I.E.) toolbar, as they can give atypical results.

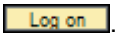
Procedure

1. Start all ESS application by logging on to the MySCEmployee Portal:



2. As required, complete/review the following fields:

Field	R/O/C	Description
User ID *	R	The MySCEmployee Portal User ID.
Password *	R	The employee's password.

3. Click the Log on button 

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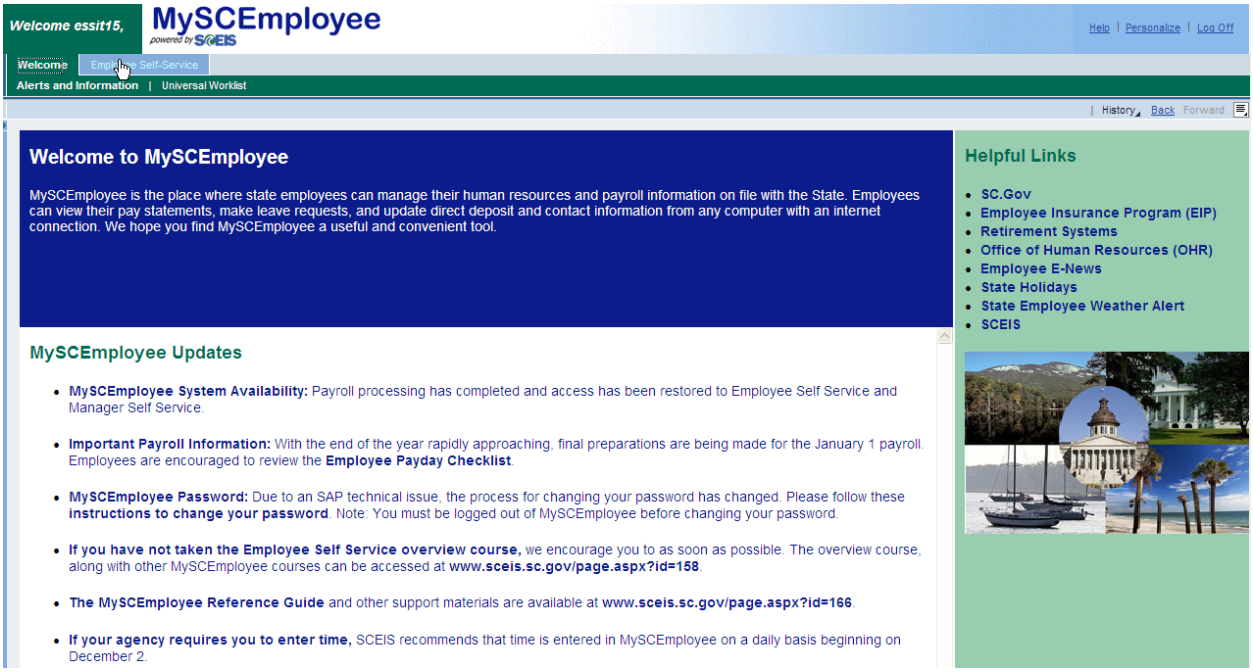
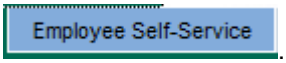
After the user is logged on, the tabs on the main page will vary by user, depending on their roles and authorizations. For example, only managers will see a tab for Manager Self-Service (MSS) when they log on to the MySCEmployee portal.

When using web applications that maintain or create data, always ensure you leave the application (or log off) when you complete your work. This will prevent record locking.

4. After logging on, the user will be defaulted to the MySCEmployee Home Page.



5. Click the Employee Self-Services tab 
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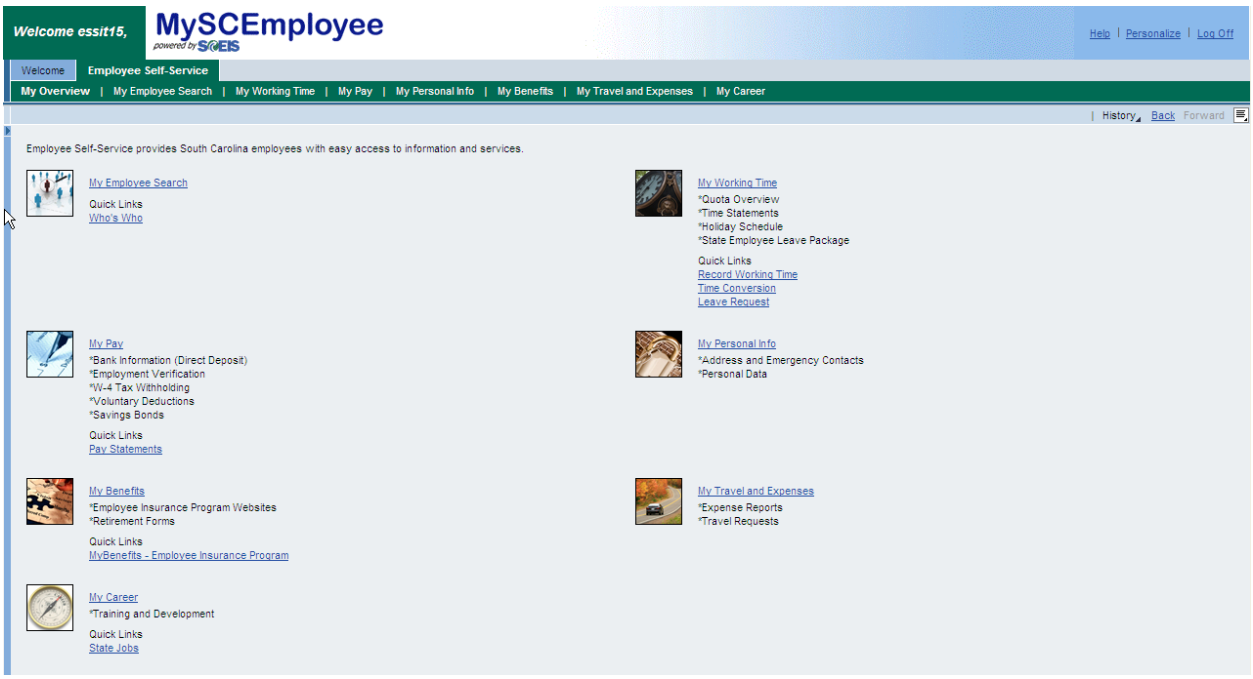
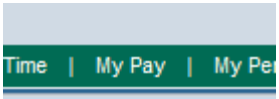


The **My Overview** page shows all the available worksets in ESS. A workset is a grouping of web applications based on a functional area (e.g. Benefits, Pay, Time Management, etc.).

6. Users can go to the next level of navigation, (the area page), by selecting the workset in three possible actions. Select the workset by performing one of the following functions:

Activity	Notes
	Select the workset **TAB**. The workset tabs are located below the main ESS tab.
	Click the **ICON** for the workset.
My Pay	Click the main **LINK** for the workset.

The area page includes all the associated web services/applications for that workset, the links to access the applications, and a short description of each application (if applicable).

7. To go to the **Savings Bonds** service, click the link Savings Bonds .

8. Perform one of the following:

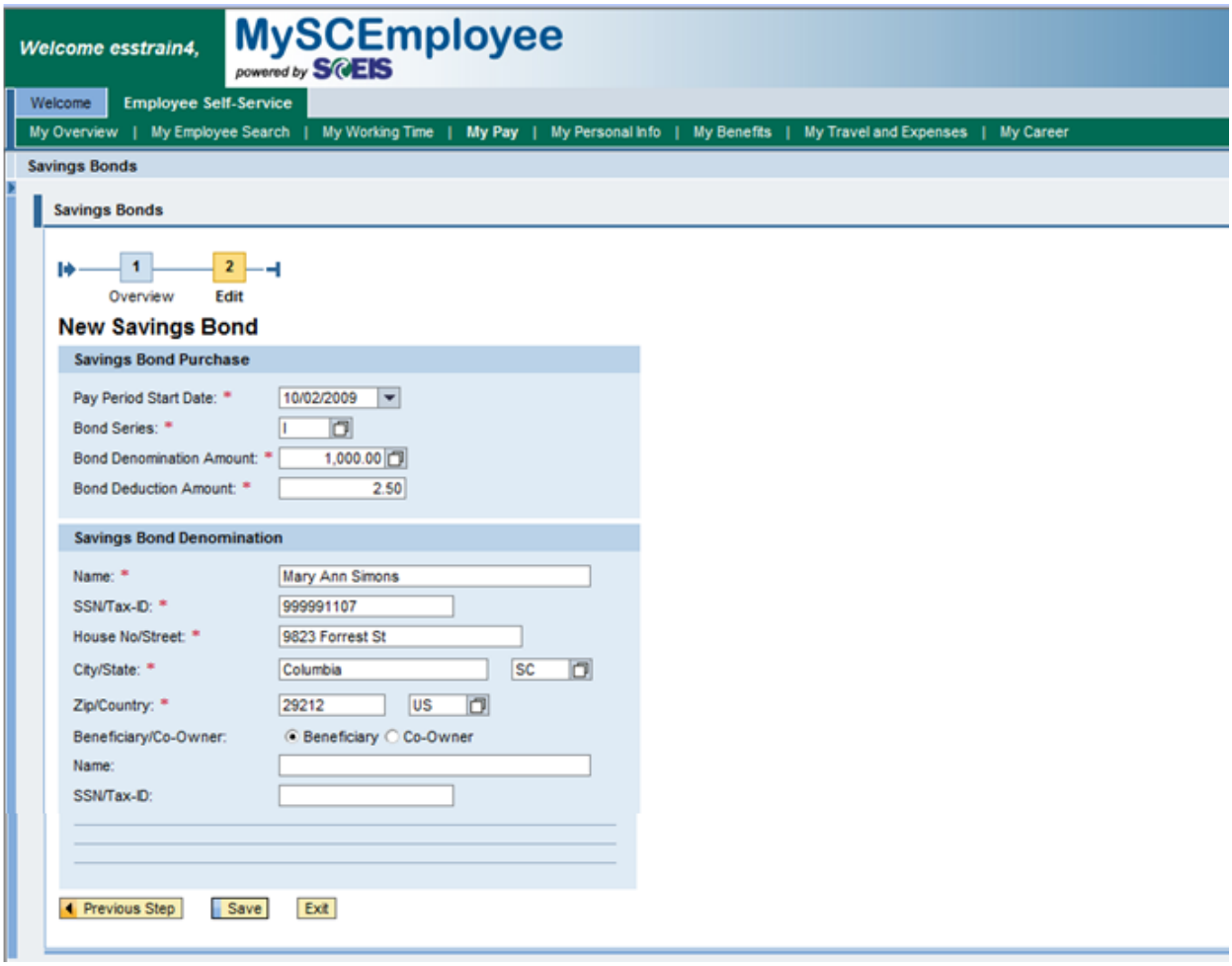
To	Go To
Create a NEW Savings Bond enrollment.	Step 10
Change an existing Savings Bond election.	Step 13
Stop enrollment (deduction) of an existing	Step 15

Savings Bond.

9. The overview screen for **Savings Bonds** is displayed:

10. Create a New Savings Bond Enrollment

To create a new Savings Bond enrollment click New.

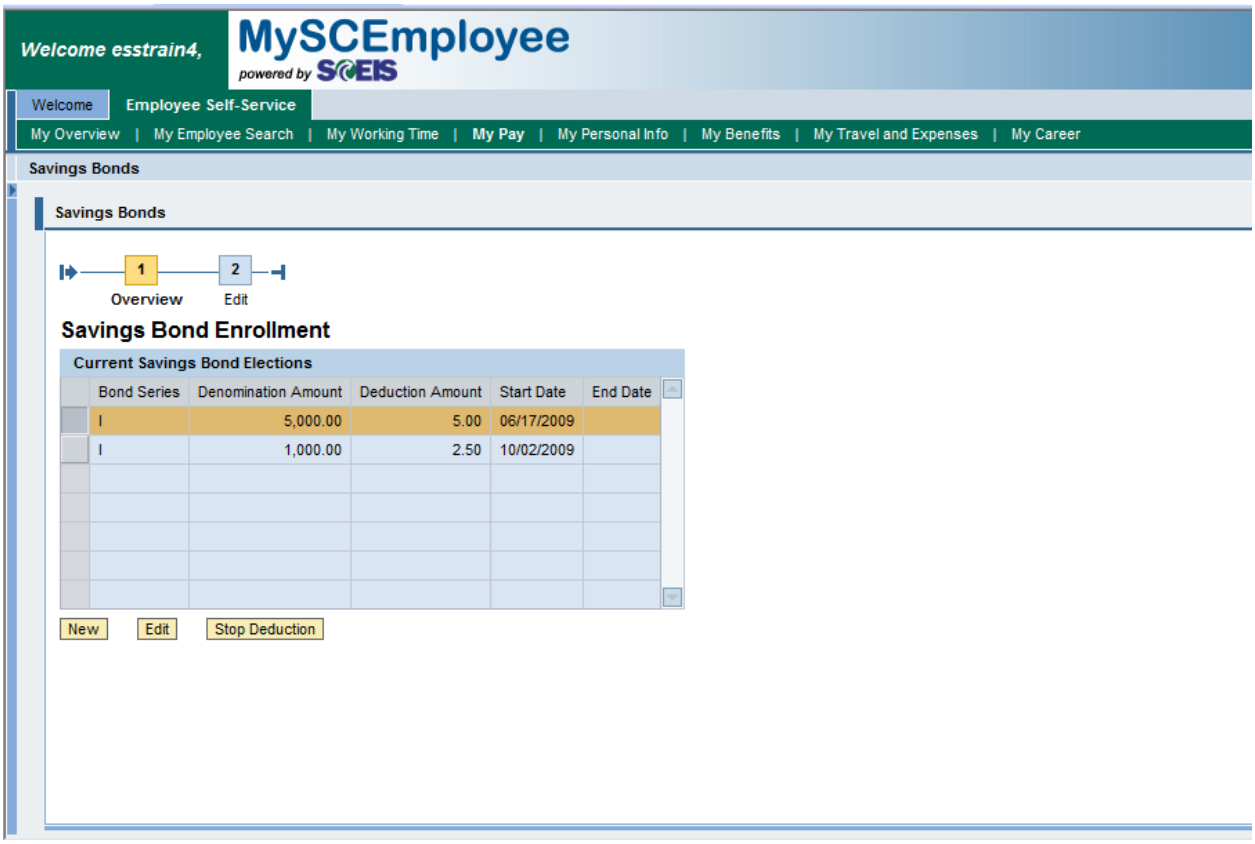


11. As required, complete/review the following fields:

Field	R/O/C	Description
Pay Period Start Date	R	From the drop-down, select a start date for the deduction to begin. The drop-down will default to the start date of the current pay period. However, employees can select to start it for future pay period (up to 10). Note: When creating a new deduction the system will use a default start date based on the pay periods. The first deduction will appear in the paycheck associated with that pay period Example: if you create the deduction in ESS on June 13, the system will use the start date June 2. The pay period of June 2 - 16 will be paid on July 1.
Bond Series	R	From the drop-down, select one of the following values: • I Bond • EE Series
Bond Denomination Amount	R	From the drop-down, select the Bond Denomination Amount you are purchasing. This is the value of the bond at maturity.

Bond Deduction Amount	R	Enter the amount you would like deducted. The amount defined here will be deducted from your paycheck each pay period (unless you make changes or stop the deduction in ESS).
Name	R	The Name of the bond owner. Note: The employee's own information will be defaulted in by the system. However, the employee can change the owner information.
SSN/Tax-ID	R	The Social Security Number of the bond owner. Note: The employee's own information will be defaulted in by the system. However, the employee can change the owner information.
House No/Street	R	The House and Street Address of the bond owner. Note: The employee's own information will be defaulted in by the system. However, the employee can change the owner information.
City	R	The City of the bond owner. Note: The employee's own information will be defaulted in by the system. However, the employee can change the owner information.
State	R	The State of the bond owner. Note: The employee's own information will be defaulted in by the system. However, the employee can change the owner information.
Zip	R	The Zip Code of the bond owner. Note: The employee's own information will be defaulted in by the system. However, the employee can change the owner information.
Country	R	The Country of the bond owner. Note: The employee's own information will be defaulted in by the system. However, the employee can change the owner information.
Type: Beneficiary/Co-Owner	R	Select the applicable radio button for Beneficiary or Co-Owner.
Name	O	Enter the Name of the beneficiary or co-owner.
SSN/Tax-ID	O	Enter the Social Security Number of the beneficiary or co-owner.

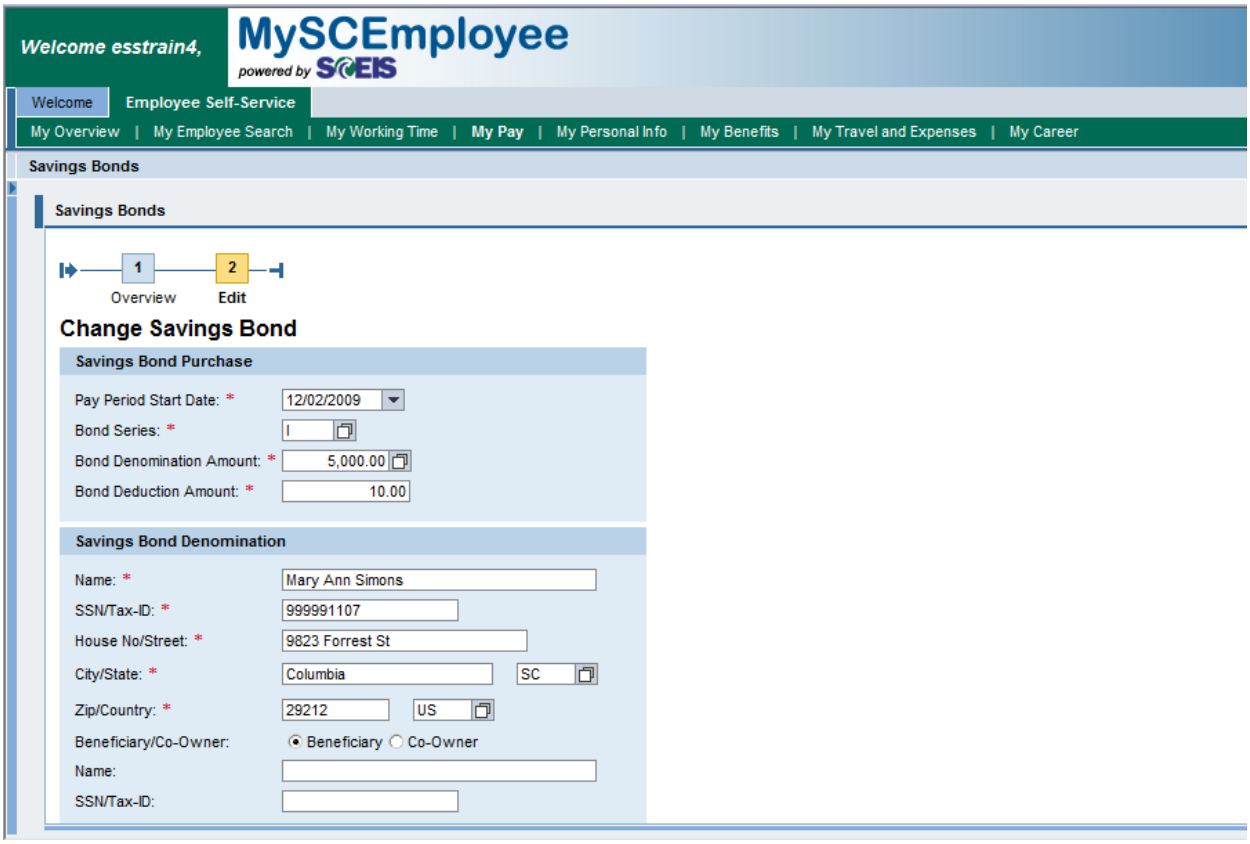
12. Enter the Savings Bond information and click Save.



The Overview table displays all active Savings Bond enrollments, indicated with no End Date. Any historical records will always have an end date and will also be displayed in the Overview table.

13. Change an Existing Savings Bond Election

To change your elections in an existing Savings Bond, select the record from the Overview table and click Edit.



Make the applicable changes (such as the Deduction Amount, etc.).

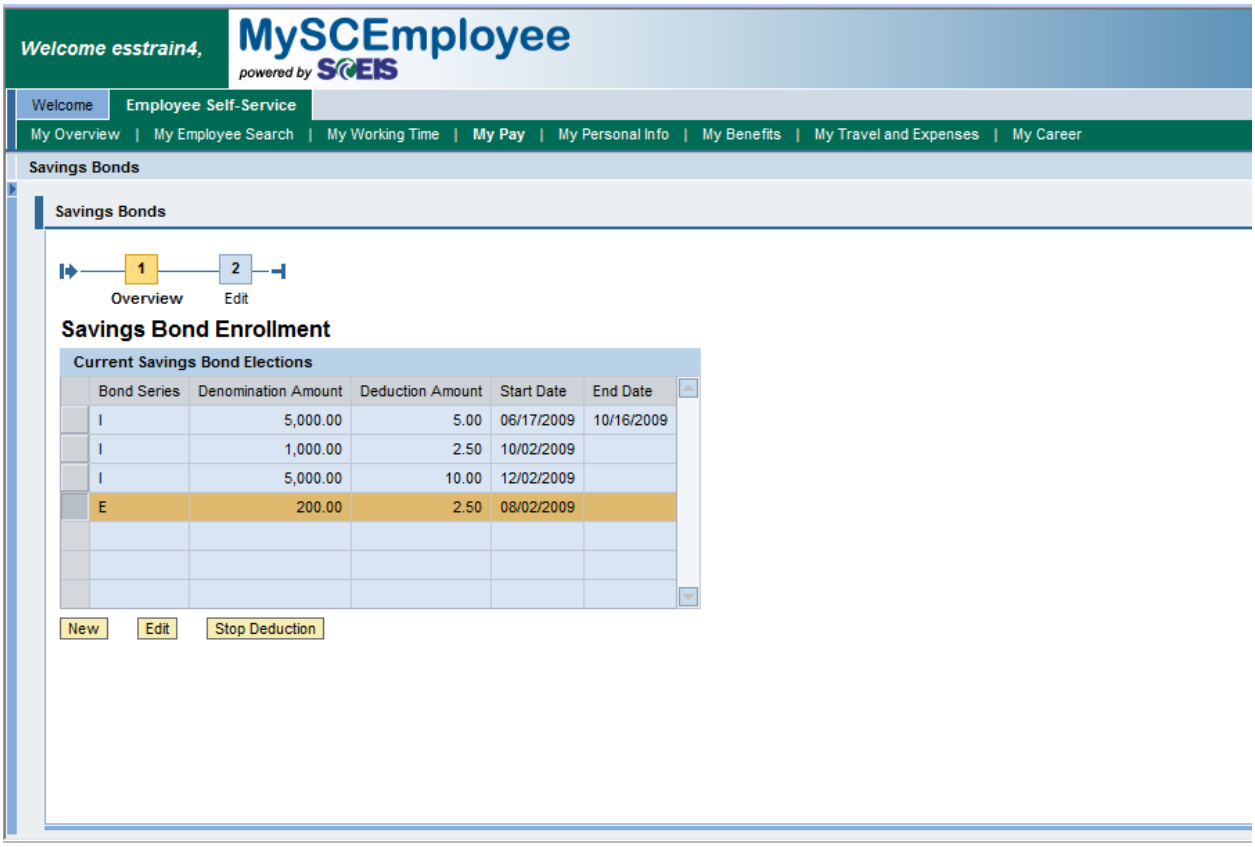
Pay Period Start Date (drop-down): For changes, the effective date will default to the start date of the current pay period . However, employees can select to start it for future pay period (up to 10).

14. Enter the election changes and click Save.

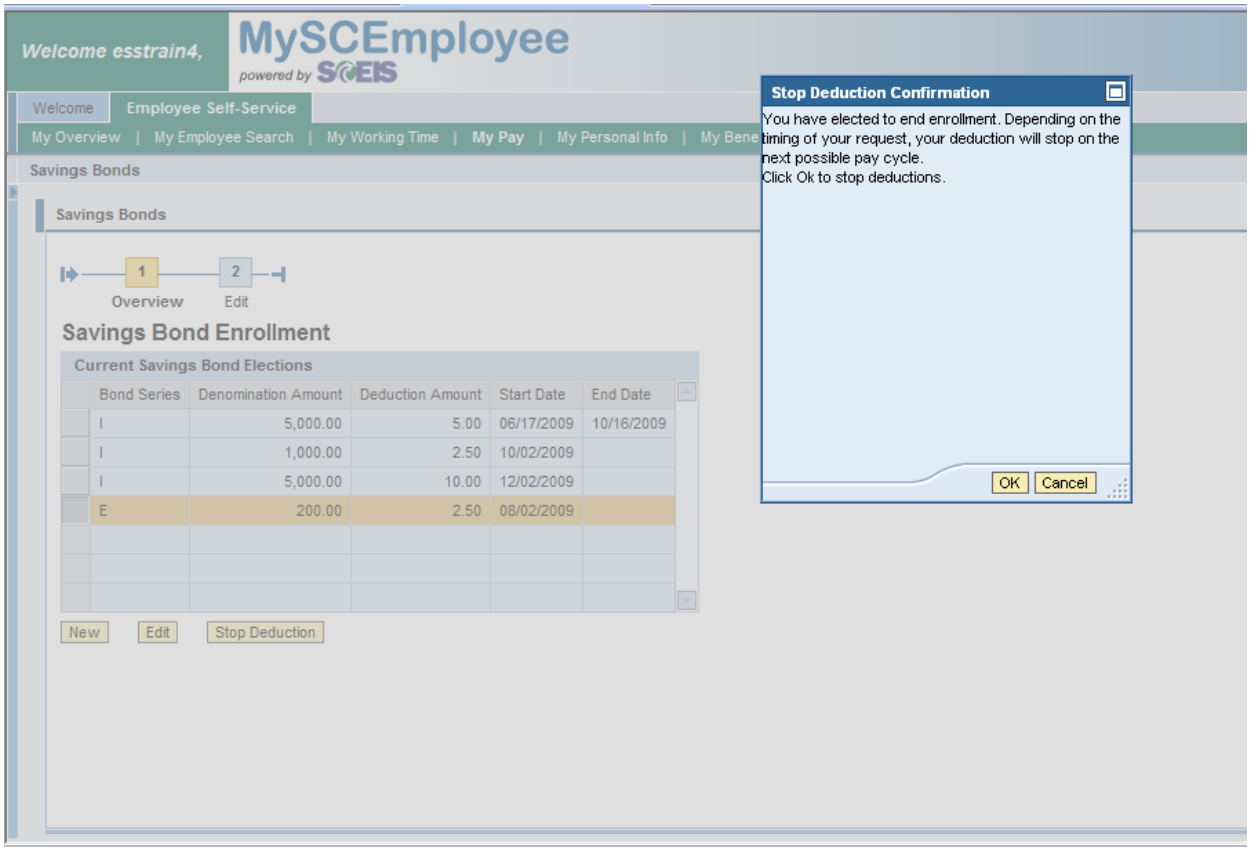
Note: The changed record is displayed in the Overview table as new 'active' record (no End Date). The history of the changes is displayed as a separate line item with an End Date.

15. Stop Enrollment (Deduction) of an Existing Savings Bond

To Stop enrollment (deductions) of an existing Savings Bond, select the record from the Overview table and click Stop Deduction.



15.1. The following pop-up window will open:



- Click OK to continue and Stop the Deduction.

- Click Cancel to go back to the overview table. No changes will be made.

16. For the purpose of this exercise, click OK to stop the deduction.

Note: When stopping a deduction, the record will have an end date that is equal to the last day of the current pay period.

Note: If you stop a deduction that was recently created, and has not yet been processed through payroll, the record will be deleted entirely (e.g. there will be no history on the Overview table).

Result

You enrolled, or made changes, in the state's savings bond program.